

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

☒ ACTION 05-11
☐ NOTICE

ISSUE DATE: 7/1/2005
DISPOSAL DATE: 12/31/09

*PROGRAM CATEGORIES:

<input type="checkbox"/> AS	<input type="checkbox"/> FM	<input type="checkbox"/> ML	<input type="checkbox"/> TR
<input type="checkbox"/> CC	<input type="checkbox"/> FL	<input type="checkbox"/> NA	<input checked="" type="checkbox"/> W-2
<input type="checkbox"/> CS	<input type="checkbox"/> IT	<input type="checkbox"/> RA	<input type="checkbox"/> WIA
<input type="checkbox"/> CF	<input type="checkbox"/> JC	<input type="checkbox"/> TC	
<input type="checkbox"/> CR	<input type="checkbox"/> LM	<input type="checkbox"/> TA	

TO: Wisconsin Works (W-2) and Related Programs Right of First Selection Agencies (RFS) for the Contract Period beginning January 1, 2006

FROM: Bill Clingan, Division Administrator /s/

RE: Wisconsin Works (W-2) and Related Programs Re-contracting Instructions for the Contract Period January 1, 2006 through December 31, 2009

PURPOSE: To issue the Re-contracting Instructions to the RFS agencies. The Department of Workforce Development, Division of Workforce Solutions (DWS) is issuing these Re-contracting Instructions for the Contract Period January 1, 2006 through December 31, 2009. These instructions are being issued electronically at <http://dwd.wisconsin.gov/dws/w2/rfs/20062009/default.htm>.

BACKGROUND: Current W-2 agencies who have achieved the Department's required performance outcomes for the 2004-2005 Contract Period have earned RFS and do not have to compete to serve their area for the Contract Period beginning January 1, 2006. Each RFS agency must submit an RFS Plan for the next Contract Period to be approved by the Department.

POLICY: W-2 and Related Programs are a comprehensive array of employment and training services including job development and placement, job retention, eligibility determinations for child care, W-2 case management, FoodShare Employment and Training, Job Access Loans, Refugee Cash Assistance, Refugee Medical Assistance, Emergency Assistance, and, the optional programs of Children First and Contracted Child Care.

The focus of this next Contract Period is on:

* PROGRAM CATEGORIES:

AS--Apprenticeship Standards	FM--Financial Management Requirements	ML--Migrant Labor	TR--Transportation
CC--Child Care	FL--Foreign Labor Certification	NA--Native American Services	W-2--Wisconsin Works
CS--Child Support	IT--IT Systems	RA--Refugee Assistance	WIA--Workforce Investment Act
CF--Children First	JC--Job Center	TC--Tax Credit Programs	
CR--Civil Rights	LM--Labor Market Information	TA--Trade Assistance	

- Assisting program participants in making what might be their initial connection to employment;
- Ensuring that participants strengthen connections to employment and career ladders;
- Providing employment stabilization services that ensure employment retention and rapid reattachment; and,
- Providing assistance in obtaining Supplemental Security Income (SSI)/Social Security Disability Income (SSDI) for those participants with multiple and severe barriers to employment.
- Increased management and financial accountability expectations for W-2 Contract Agencies in areas of financial reporting, cost reimbursement controls and cost oversight.

RFS agencies who plan to administer the W-2 and Related Programs Contract in their area effective January 1, 2006, must complete and submit an RFS Plan by September 15, 2005, in accordance with this Administrator's Memo, subject to review and approval by the Department.

ACTION SUMMARY STATEMENT:

RFS Plans are due September 15, 2005, in accordance with the Re-contracting Instructions, for approval by the Department.

RFS agencies should read the W-2 and Related Programs Request for Proposals (RFP) and be familiar with the Request for Proposal references to the Milwaukee agency types and their functions: Case Management, Job Development and Placement, Supplemental Security Income Advocacy. The Milwaukee Response Items in the RFP are not included in the Re-contracting Instructions, however, the same functions required in Milwaukee are requirements of the W-2 Contract Agencies in the Balance of State as stated in the Re-contracting Instructions included with this Administrator's Memo. The RFP is at <http://dwd.wisconsin.gov/dws/w2/rfp/2006-2009/default.htm>.

RFS Agencies should plan to send a representative to the conference for Proposer and RFS agencies scheduled as follows:

- July 6, 2005, from 10:00 a.m. to 12:00 p.m. at the Sheraton Madison Hotel, 706 John Nolen Drive, Madison, Wisconsin

CONTACT: For information regarding these instructions, contact Mary Tremain in DWS at: *Phone:* 608-266-1544; *TDD:* 866-275-1165; *Fax:* 608-267-3240; and *E-mail:* mary.tremain@dwd.state.wi.us.